



MICHIGAN SUPREME COURT
State Court Administrative Office

Judicial Information Services

Michigan Hall of Justice • P.O. Box 30205 • Lansing, MI 48909

JIS District Court Training

A Workshop on Report Generator

Wednesday, November 30, 2016

Hall of Justice, Lansing, Michigan

9:30 a.m. – 3:30 p.m.

INTRODUCTION

Judicial Information Services (JIS) is pleased to announce a one-day training/workshop on Report Generator for district courts. **Seating is limited, so please register now. No more than two participants per court at this time.**

DESCRIPTION

In this workshop you will learn about Traffic/Criminal, Civil, and Cash Report Generator:

- Tips & Shortcuts
- Report Generator Options
- Field Descriptions
- Selection Criteria
- Using Wildcards
- Submitting and Saving Reports
- Working with the Printer Output Queue

PARTICIPANTS

Training is for district court staff responsible for generating reports. Please distribute this announcement to the appropriate personnel in your court. This training is open to all district courts in Michigan, so reserve your seat soon. Remember, no more than two participants per court at this time.

This training session will also be available via WebEx and there will be additional offerings in 2017.

SCHEDULE

Wednesday, November 30, 2016

9:00 – 9:30 a.m.	Registration
9:30 a.m. – Noon	Tips & Shortcuts, Traffic/Criminal & Civil
Noon – 12:45 p.m.	Lunch
12:45 – 3:30 p.m.	Civil & Cash



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REGISTRATION

We are pleased to offer online registration. Please click on the following link to register: <http://courts.michigan.gov/MjiOnline> and use the invitation code: **A61954**. Please use **Internet Explorer** as your browser when registering for this seminar.

CONFIRMATION

Applicants will receive an e-mail confirmation with specific seminar information. If you have not received confirmation by November 21, please contact the JIS Education Team at (517) 373-2106 or JISEducation@courts.mi.gov.

LODGING AND MEALS

Coffee, water, and lunch will be provided during the seminar. There is an on-site cafeteria available to all building visitors. In addition, participants will receive a parking pass for the HOJ visitor lot. All other incidentals, including breakfast, dinner, mileage, entertainment, phone calls, etc., are the responsibility of each individual or his/her funding unit.

All lodging accommodations must be coordinated by your administrator.

If you require special accommodations during the training, please indicate your needs when registering & send me an e-mail.

QUESTIONS

If you have any questions regarding registration, contact the JIS Education Team at (517) 373-2106 or JISEducation@courts.mi.gov.

REGISTRATION DEADLINE

November 21, 2016